

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, March 7, 2016**

MINUTES

1. Call to order

Clerk Treasurer Deb Winter called the March 7, 2016 meeting of the Village Trustees to order at 6:31 p.m.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: Kyle Broom, Jack Henrich, Alex Jushchyshyn, Jennifer Pickel and Harvey Potter. Trustee John Williams arrived at 6:33 p.m. Staff present were: Clerk Treasurer Deb Winter, Administrator Matt Giese, Village Planner Erin Ruth, Chief of Police Dan Layber, Director of Public Works and Properties JJ Larson, Director of Parks, Recreation & Forestry Sean Brusegar, Village Engineer Mike Maloney and Village Attorney Leighton Boushea.

3. Pledge of Allegiance.

4. Nominations for Chairman Pro Tem for the March 7, 2016 Village Board meeting.

Motion by Jushchyshyn to nominate Jack Henrich as Chairman Pro Tem for the March 7, 2016 Village Board meeting, seconded by Broom. **Motion** carried with a voice vote of 5-0-0.

5. PUBLIC APPEARANCES – *Public's opportunity to speak about any subject that is not a specific agenda item.*
None

6. Discuss and consider the minutes of the regular Village Board meeting of February 15, 2016.

Motion by Potter to approve the minutes of the regular Village Board meeting of February 15, 2016 as read, seconded by Jushchyshyn. **Motion** carried with a voice vote of 5-0-0.

7. Presentations to the Board

a. Recognition of the Monona Grove High School Boys Swim and Dive Team.

Pickel announced recognition of the Monona Grove High School Boys Swim and Dive Team. The members of the team introduced themselves and gave their year in school. The team captains gave their appreciation for being recognized and Pickel read aloud the 2016 Proclamation.

8. Unfinished Business

a. Discuss and consider potential citizen appointments to openings on various Village committees and commissions.

i. Discuss and consider the appointment of Jeff Stadtmueller to the Police Commission.

Motion by Pickel to appoint Jeff Stadtmueller to the Police Commission, seconded by Potter.

Motion carried with a voice vote of 6-0-0.

b. Update on Gaston Road ROW permit.

Boushea stated that the application has been submitted to the PSC. We are waiting for dates for the informal process and the final hearing date.

c. Discuss and consider scheduling a joint meeting with the Monona Grove School Board.

Giese reported that he has reached out to Superintendent Olson. They went over three options for meeting: One is for the Village Board to attend the open house on March 15th, One is to schedule a special meeting with the Village Board and the School Board on March 23rd, and One is to have Superintendent Olson along with Jerrud Rossing attend one of the Village Board meetings in March. Henrich stated he feels the open house would be a good source for information. Pickel responded that she feels a back and forth conversation is hard at a public meeting and dialogue would be better if we asked for a separate meeting. Broom stated he will be going to the open house, but also feels a separate meeting would be best. Jushchyshyn also agreed with a separate meeting. **Motion** by Potter to request a separate meeting of the Village Board with the School Board on Wednesday, March 23, 2016, seconded by Broom. **Motion** carried with a voice vote of 6-0-0.

d. Identify, Discuss and Prioritize Village Ordinances requiring updating and revising.

Boushea reported that the Ordinance Review Committee has not scheduled a meeting yet. At this time, the committee is looking for direction from staff and the Village Board as to what updates should have or need to have priority. Staff and Board members are to come to the next Village Board meeting with ideas and suggestions.

9. New Business

a. Discuss and consider Ordinance 01-2016; amending Chapter 67-2 (A) (4), 67-2 (C) reallocating duties of the Village Treasurer.

Boushea gave some history on the position of Clerk Treasurer and how it evolved. **Motion** by Pickel to approve Ordinance 01-2016; amending Chapter 67-2(A)(4), 67-2(C) reallocating duties of the Village Treasurer, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

b. Review of Police Department 2015 Reports:

i. 2015 Annual Report

Chief Layber reported that this is apparently the first annual report the Board has received. An annual report is basically an overview of what has been happening in the department over the last year and the goals for the department for the next year.

ii. 2015 Use of Force Report

Chief Layber reported that there were 5 incidents of use of force in 2015. No injuries occurred with any of these incidents and the process followed was appropriate.

iii. 2016 – 2020 Strategic Plan

Chief Layber reported that the Strategic Plan is for the next 5 years. Some of our goals are as follows: obtain state accreditation, put policies in place, increase full time staffing, reinvigorate neighborhood watch program, reinvigorate PT officer program, develop department wellness and fitness program, and institute recommendations from Moffett study.

10. Reports from Village Boards, Commissions & Committees

a. Deer-Grove EMS Commission

i. Discuss and consider Deer-Grove EMS proposal to purchase two new ambulance chassis in 2016 out of the districts reserve fund balance.

Williams reported that the 2015 audit has not been released yet. **Motion** by Pickel to table this agenda item until the Deer-Grove 2015 Audit is released and has been reviewed, seconded by Jushchyshyn. **Motion** carried with a voice vote of 6-0-0.

b. Emergency Government Committee

Henrich reported that two gentlemen from the Dane County Emergency Management Department were present. The committee performed a table top exercise which was a major tornado that blocked the main arteries into the Village.

c. Law Enforcement Committee

Henrich reported that this month's meeting has been moved to March 30th.

d. Parks, Recreation & Forestry Committee

Pickel reported that Erik and Paula Severson are the new chairpersons for the Fireman's Festival and they came to talk to the committee. Fireworks will be back in 2016 along with an enhanced BBQ competition, but no more rodeo. The new Community Guide has come out along with a Sponsorship Guide. The bleachers at Northlawn Park are being refurbished in April.

e. Plan Commission

Ruth reported that at the last meeting several of the current daycare providers were present and expressed their concerns with Rainbow Child Care building a new facility. The request was tabled to direct them to provide answers regarding fire truck traffic feasibility and before/after school transport. The Commission also discussed the Towns request regarding ETJ review and passed a resolution that the urban service area expansion is consistent with the comprehensive plan.

i. Discuss and consider recommendation from the Plan Commission to approve a Site Plan Amendment application from Clasen Quality Coatings to build an approximately 23,000 square foot vehicle storage facility at their existing facility located at 200 Corporate Court.

Ruth gave some background on this item. This was approved unanimously by the Plan Commission. **Motion** by Pickel to approve the recommendation from the Plan Commission to approve a Site Plan Amendment application from Clasen Quality Coatings to build an approximately 23,000 square foot vehicle storage facility at their existing facility located at 200 Corporate Court, seconded by Broom. **Motion** carried with a voice vote of 6-0-0.

11. Reports from Village Officers:

a. Kyle Broom

No Report

b. Jack Henrich

No Report

c. Alex Jushchyshyn

No Report

d. Jennifer Pickel

i. Update of current activities involving the Monona Grove School District.

The boys and girls BB teams are finishing up their season. Show Choir also wrapped up last week. The Spring Musical will be Legally Blonde and will be held April 7th through April 10th.

e. Harvey Potter

i. Aster Memory Care

Several of us attended the grand opening of the Aster Memory Care. It is a very nice facility.

ii. Heroin Town Hall

This event was held at the New Life Church under the Monona and Cottage Grove Cares. It was a worthwhile experience and I have several pamphlets available. A parent group was present with contact information for those struggling with family members and drug use.

iii. Dementia Friendly

There will be a request coming for the Village to become dementia friendly, perhaps with a resolution. The purpose is to raise awareness of dementia in the community.

f. John Williams

No Report

g. Attorney Lee Boushea

i. Recently enacted Legislation affecting Municipalities.

There have been several bills signed into law in the past several weeks. One of them allows Towns to opt out of County zoning. One deals with the Sex Offender Ordinance and is now broader and includes elderly and possible abuse.

h. Administrator Matt Giese

We are holding interviews for the Clerk position tomorrow and Wednesday. We are hoping to have a recommendation to you at the March 21st Village Board meeting.

i. Director of Planning and Development Erin Ruth

The UW Health Clinic is holding an Open House on April 5th at 4:30 p.m. There will be an additional meeting regarding the bike trail coming soon.

12. Communications and Miscellaneous Business

a. Consider approval of vouchers

Motion by Pickel to approve the Village portion of the vouchers in the amount of \$141,793.66, seconded by Broom. The check sequence goes from check #40183 through check #40268. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence

None

c. Future agenda items

Ordinances, Swearing in of Lieutenant

13. CLOSED SESSION. The Village of Cottage Grove Village Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction

or exercises responsibility; Police Chief Contract; and pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session; negotiate terms for potential development in TID #6 by Horizon Development Group Inc.

Motion by Henrich to enter into closed session at 7:22 p.m., seconded by Pickel. **Motion** carried with a roll call vote of 4-2-0.

14. Reconvene into open session and possible consideration of any closed session items.

Motion by Potter to reconvene into open session at 7:57 p.m., seconded by Pickel. **Motion** carried with a roll call vote of 6-0-0. **Motion** by Pickel that since Chief Layber is not eligible for disability insurance through ETF, approve payment of up to \$2,000 annually towards disability insurance with the direction to staff to obtain additional quotes, seconded by Williams. **Motion** carried with a voice vote of 6-0-0.

15. Adjournment

Motion by Jushchyshyn to adjourn at 8:01 p.m., seconded by Potter. **Motion** carried with a voice vote of 6-0-0.

**Respectfully Submitted,
Deb Winter, Clerk Treasurer
Village of Cottage Grove
Approved: March 21, 2016**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.